

Town of Rowe
Board of Selectmen – Minutes
Tuesday, September 18, 2018 – 6:30 pm
Rowe Town Hall - Hearing Room 1

Call to Order: The meeting was called to order by Chair Morse at 6:30 p.m.

Present: Chair Jennifer Morse, Vice-Chair Dennis May, Member Sokol and Executive Secretary Janice Boudreau
Finance Committee Members: Wayne Zavotka, Chair; Loretta Dionne, C. Selmi Hyytinen, Paul McLatchy III, Laurie Pike

OPEN MEETING

Announcement of recording devices & noteworthy information (one recording device)

APPOINTMENTS

6:30 p.m. Joint meeting with Finance Committee:

1. Welcome new members: Finance Committee Chair Wayne Zavotka welcomed the newly appointed Finance Committee members C. Selmi Hyytinen and Laurie Pike. He stated it was great to finally have a full 5 member committee.
2. Town Contribution to Employee Health Insurance: Vice-Chair May updated the Committee on the discussions about the town contribution to the employee health insurance. He said a citizen complained about the composition of the Insurance Advisory Group, appointed to work on the issue, had several members enrolled in the employee insurance group so, therefore, had a financial interest. Vice-Chair May requested Conflict of Interest Law advice from the MA Attorney General's Office and learned that he could not participate in the group since, as a member, has a financial interest. Since several members would also be in violation of the Conflict of Interest Law, the group was formally disbanded by the Select Board. Since then, votes from past Select Board and town meeting votes pertaining to town contribution to employee insurance were collected and reviewed. The vote to change the town contribution from 50% to 85% has not been found since Select Board meeting minutes in hard copy cannot be found in entirety. There are some Meeting Minutes that may be able to be retrieved from old floppy discs and Northeast IT is working on it. Should the vote or votes be unable to be located new votes will have to be taken. There was discussion about whether the town can continue to afford to pay the 85%. Member Sokol is putting together data about the effect of reducing town contribution to the highest and lowest paid employees as well as projecting future costs using yearly average increases.

There was discussion about how to convey to citizens a more detailed school budget and including funds that come to Rowe as a result of having a school. It was agreed to present a more detailed school budget to citizens prior to the Annual Town Meeting .

3. Discuss Purchasing County Road Lots: There was discussion about whether to purchase lots on County Road that recently came up for sale because if they sold and

houses were built on the lots there could be the potential need to have the road accessible year round. If the road were to be made accessible year round it would require engineering, tree work and paving which, estimated by Highway Superintendent, could cost \$250,000.00. It was thought that residents were satisfied with the current status of the road and did not want change. Following discussion, it was agreed to speak with the Board of Assessors and have them weigh in on the issue before proceeding further.

4. Plan the Budget Calendar: It was agreed to hold an All Boards & Committee Meeting to discuss FY19 Budget Projections on November 5, 2018 at 6:30 p.m. On November 30, 2018 all department and committee budgets will be due in. The FY19 Budget Calendar was reviewed and updated.

5. The Progress of the CIP: Chair Morse reported that she and Finance Committee Chair Wayne Zavotka were meeting with Joe Markarian, Franklin Regional Council of Governments (FRCOG) Financial Management Specialist on Wednesday, September 19th to discuss the Capital Improvement Plan (CIP) he has been working on for Rowe. He has asked Departments for information and will update the CIP that has not been updated for some time. Wayne Zavotka and Chair Morse will ask Joe to build preventative maintenance into the process for maintaining the quality of our assets.

6. Broadband Borrowing: A spreadsheet of cashflow projections for the broadband project was reviewed. It was agreed that borrowing State House Notes incrementally would be the best way to go.

7. In other news: Wayne Zavotka reported that the Historical Society has many posters of Old Home Days from as far back as the 1930s along with an old Town Hall sign and hopes to be able to display them at Town Hall and asked for ideas.

MINUTES

1. Minutes of September 5, 2018:

Motion to accept Minutes of September 5, 2018: Upon review, a motion was made by Chair Morse to accept the Minutes of September 5, 2018 as amended. The motion, seconded by Vice-Chair May, was unanimously accepted. (3/0/0)

2. Minutes of September 12, 2018:

Motion to accept Minutes of September 12, 2018: Upon review, a motion was made by Vice-Chair May to accept the Minutes of September 12, 2018 as corrected. The motion, seconded by Member Sokol, was unanimously accepted. (3/0/0)

OLD BUSINESS

1. MLP Update: Member Sokol presented the bid results for the Rowe Municipal Light Plant (MLP) Telecommunication Cable Installation for the broadband project. The low bidder was Sertex LLC. Sertex was highly recommended by Westfield Gas and Electric and also by MLP Manager David Dvore.

Motion to Award Bid: Member Sokol made a motion to award the bid to Sertex LLC of Plainfield, CT for the amount of \$373,000.00 for the Rowe MLP Telecommunication Cable Installation for the broadband project. The motion, seconded by Vice-Chair May, was unanimously accepted. (3/0/0)

2. Vehicle Policy and Personnel Policy Handbook: Member Sokol reported reviewing the Personnel Policy Handbook for information about employees and the use of drugs. He indicated it was adequately addressed in Section 13 of the Personnel Policy Handbook:

13) Alcohol-Free & Drug-Free Workplace (excerpt from the Personnel Policy Manual)

"In compliance with the Drug-Free Workplace Act of 1988 (41 USC Sec.701, et seq.) the Town is committed to providing an alcohol-free and drug-free workplace. The Town prohibits the unlawful manufacture, distribution, sale, possession or use of a controlled substance or alcohol in the workplace or while conducting business. All employees must comply with this policy and notify the BOS and/or their designee in writing of any drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The BOS and/or their designee is responsible for notifying the appropriate federal granting agency of the conviction when the employee involved is working on a federal grant or contract, within ten (10) days of learning of the conviction. Employees who violate this policy may be subject to disciplinary action.

Employees who have tested positive, or otherwise violated the policy, are subject to discipline up to and including termination of employment."

3. In addition, he reviewed the policies in place regarding employee use of town vehicles.

Motion to Amend the Policy: Member Sokol made a motion to amend Section 19 'Travel and Expense Reports/Reimbursement' under the heading of 'Use of Town Vehicles' to read, "All town vehicles are to be used for only for business purposes only" and to add the following paragraph:

"Municipal vehicles will not be used to transport passengers who are not directly or indirectly related to municipal business. Passengers shall be limited to Town employees and individuals who are directly associated with Town work activity (committee members, consultants, contractors etc.) Family members shall not be transported in Town vehicles."

The motion, seconded by Chair Morse, was unanimously accepted. (3/0/0)

1. Contract for Website Redesign and Hosting: Chair Morse met with Michael Muller of Montague Webworks to finalize the redesign of the new website for Rowe and provide a contract for services.

Motion to Redesign and Hosting of Town Website: Chair Morse made a motion to sign the Contract with the Town of Rowe for Redesign and Hosting of the town website for

\$1500.00 with a \$40.00 per month hosting fee. The motion, seconded by Member Sokol, was unanimously accepted. (3/0/0)

2. Goal Post: Chair Morse said she attended a Planning Board meeting and Planning Board Members discussed the suggestion by Dan Burke that the Select Board take over the operation of the Goal Post since they were focusing much of their attention on it and to focus on bylaws and other planning board projects. The Select Board members were in agreement and in support of taking over the Goal Post. A town meeting vote would be required to make the change. Chair Morse will notify the Planning Board and make arrangements for a future meeting of both boards to discuss further.

NEW BUSINESS

1. Painting Projects: Chair Morse shared that the Town Hall exterior painting project was complete having cost approximately \$10000. The town building painting account has available funds and Chair Morse has filled out the request form for some winter-interior Town Hall painting and summer-exterior painting of the DPW. The request will be forwarded to the Sheriff's Department for consideration.
2. Welcome Letter: Chair Morse said she was working on a draft for a Welcome Letter that would be sent to new residents welcoming them to the town and after verifying information with town department will present a draft.

would present it soon.

EXECUTIVE SECRETARY UPDATES

1. Pest Control Town Hall- Executive Secretary presented costs for spraying for the spider infestation at Town Hall. It was agreed to hire the low bidder of King Pest Control.
2. ACO Meeting Update: Another meeting on 9/10 with Area Towns including, Charlemont, Heath, Colrain, Shelburne, Monroe & Buckland. Now Northfield wants to join.
Progress thus far:
 - Sheriff's Office offered van – transportation solved
 - Job Description is complete
 - Rowe could increase dog licenses to pay for additional cost
 - The Animal Inspector position off the table since it would be too much for one person to do
 - Participates in Emergency Response Committee on Animal Welfare Plan
 - Costs: Towns would pick up 30 hours and Sheriff Office would pay 10 hours
 - one model for determining town share is EQV – which makes Rowe's very high
 - We are going to revisit next Month and finalize towns to determine cost
 - there was discussion about whether should be trained in firearms since the Sheriff's Office required firearm certification

3. Copy Machine Location: Executive Secretary reported that she was still working on cleaning out the Select Board office and more work had to be accomplished prior to move.

CITIZEN COMMENTS

- A citizen brought up having a cell tower in Rowe which might be able to earn money for Rowe. There was discussion about locating it at the park by building it into a fire tower. It was agreed to do more research into the issue.

Warrants: FY19 W07 Payroll FY19 W06

Vice-Chair May invoked the Rule of Necessity since he had a family member on the payroll.

Adjournment: Seeing no further business, Chair Morse made a motion to adjourn the Meeting at 9:44 p.m. The motion, seconded Vice-Chair May, was accepted. (3/0/0)

Janice Boudreau
Executive Secretary

Approval Date:

October 3, 2018

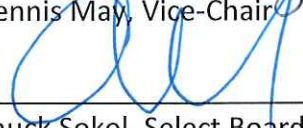
Approved:



Jennifer Morse, Chair



Dennis May, Vice-Chair



Chuck Sokol, Select Board Member

Documents:

- Agenda 09-18-19
- Draft Minutes 09-05-18 and 09-12-18
- Contract Montague Webworks
- MLP – Bid Documents (4 pgs.)
- Email: David Dvore Re: Bid Documents
- Copy of Broadband Cashflow
- Vehicle Use Policy (5 pgs.)
- Budget Preparation Calendar
- Cyber Security Coverage (3 pgs.)
- Rowe Property Map 407
- Valic contact information update

Mail

- MMA Survey Re: Chapter 90 Funds
- MMA Legislative Breakfast Meeting
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